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**M E M O R A N D U M**

TO: Agency Finance / Procurement Directors

FROM: Comptroller General's Office

SUBJECT: Policy on Use of Purchase Orders and Direct Expenditures

DATE: June 11, 2013

Please find attached the "Policy on Use of Purchase Orders and Direct Expenditures." This policy was developed by this office and the Materials Management Office with the assistance of the SCEIS Team and with input from agencies over a period of many months. The policy was developed to take advantage of the features of SCEIS that will result in enhanced agency and state financial controls, greater transparency, and the availability of valuable purchasing data that may be used by the state and agencies to implement more efficient procurement practices and lower costs.

The policy is effective July 1, 2013, with FY 2014. The Accounts Payable Unit of this office will be reviewing payment requests for compliance with the policy starting July 1, 2013.

Questions concerning the policy, depending on the nature of the question, may be submitted to:

- Anjali Griffin, Comptroller General's Office: [agriffin@cg.sc.gov](mailto:agriffin@cg.sc.gov)
- Voight Shealy, Materials Management Office: [vshealy@mmo.sc.gov](mailto:vshealy@mmo.sc.gov)
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cc: [Click **here** and insert copies info]